

18 May 1994



Mission Directives

***AIR MOBILITY COMMAND SUPPORT GROUP
AND SQUADRONS***

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(CMSgt Michael R. Carton)
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SUMMARY OF CHANGES

This revision aligns the mission directive with AFR 10-1 and AFI 38-101. Changes AFR 23-22 references to AFR 10-1, paragraphs 1 and 6. Changes AFR 26-2 references to AFI 38-101, paragraphs 3 and 6. Paragraph 2.4: deletes manages social actions program. Deletes paragraph 2.7. Deletes reference to AFR 11-4, paragraph 5. Mission Support Squadron functional statement: deletes social actions flight. Deletes functional statement for Ground Combat Readiness Evaluation Squadron. Renames Morale, Welfare, Recreation, and Services Squadron to Services Squadron, paragraph 2.6.

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- 1. Organization Authority.** This regulation implements AFD 10-1.
- 2. Mission Statement.** AMC Support Groups and their subordinate squadrons plan, control, and accomplish their assigned missions. Mission statements cover the support group and squadrons in all types of AMC wings.
 - 2.1. Support Group.** Provides civil engineering, security police, services, communications, and mission support (personnel, education services, family support, and information management) support.
 - 2.2. Civil Engineering Squadron.** Provides fire protection. Manages family housing. Maintains base roads, grounds, and facilities, including family housing. Operates, maintains, and repairs utilities, as required. Provides mobility civil engineering forces, as required. Manages AMC base facility assets. Provides explosive ordnance disposal support. Provides disaster preparedness planning. Manages environmental compliance, cleanup, and pollution prevention programs.
 - 2.3. Communications Squadron.** Manages, operates, and maintains communications and computer systems. Maintains air traffic control systems. Manages the base visual information program. Serves as the systems manager for base-level infrastructure.
 - 2.4. Mission Support Squadron.** Operates the family support center. Provides military and civilian personnel services, education, and information management services.
 - 2.5. Security Police Squadron.** Protects all mission elements resident on the installation. Maintains trained and equipped ground defense elements for worldwide deployment in support of operations plans. Provides, where not otherwise provided for by support agreements, appropriate law enforcement activities to ensure maintenance of law and order.
 - 2.6. Services Squadron.** Provides, manages, operates and accounts for food services, lodging, mortuary service, and morale, welfare, and recreation services. Provides mobility forces, as required. Supports tenant units in accordance with host-tenant support agreements.
- 3. Command.** The Support Group is assigned to an AMC Air Mobility, Airlift, or Air Refueling Wing.
- 4. Organizational Structure.** The organization structures prescribed in this directive are in accordance with AFI 38-101 and Air Force-approved waivers to the structure. [Attachment 1](#) reflects the approved structure.
 - 4.1. Applicability Statement.** This mission directive applies to AMC Support Groups and subordinate squadrons. It applies to the Air National Guard (ANG) and US Air Force Reserve (AFR) units, effective upon the date of unit activation.
 - 4.2. Objective Wing Waivers.** Port Mortuary Affairs is a separate flight at Dover AFB and Travis AFB.
 - 4.3. Organization Changes.** Requests to change the organizational structure must be made in accordance with AFI 38-101. Request must be submitted, with proposed mission directives and organization charts, in accordance with AFD 10-1 and AFI 38-101 to HQ AMC/XPM for approval.

5. Relationship to Other Units or Agencies. Direct communications by the Support Group is authorized with HQ AMC in the functional areas not on the NAF staff. Interservice support may be received or provided in accordance with DODI 4000.19.

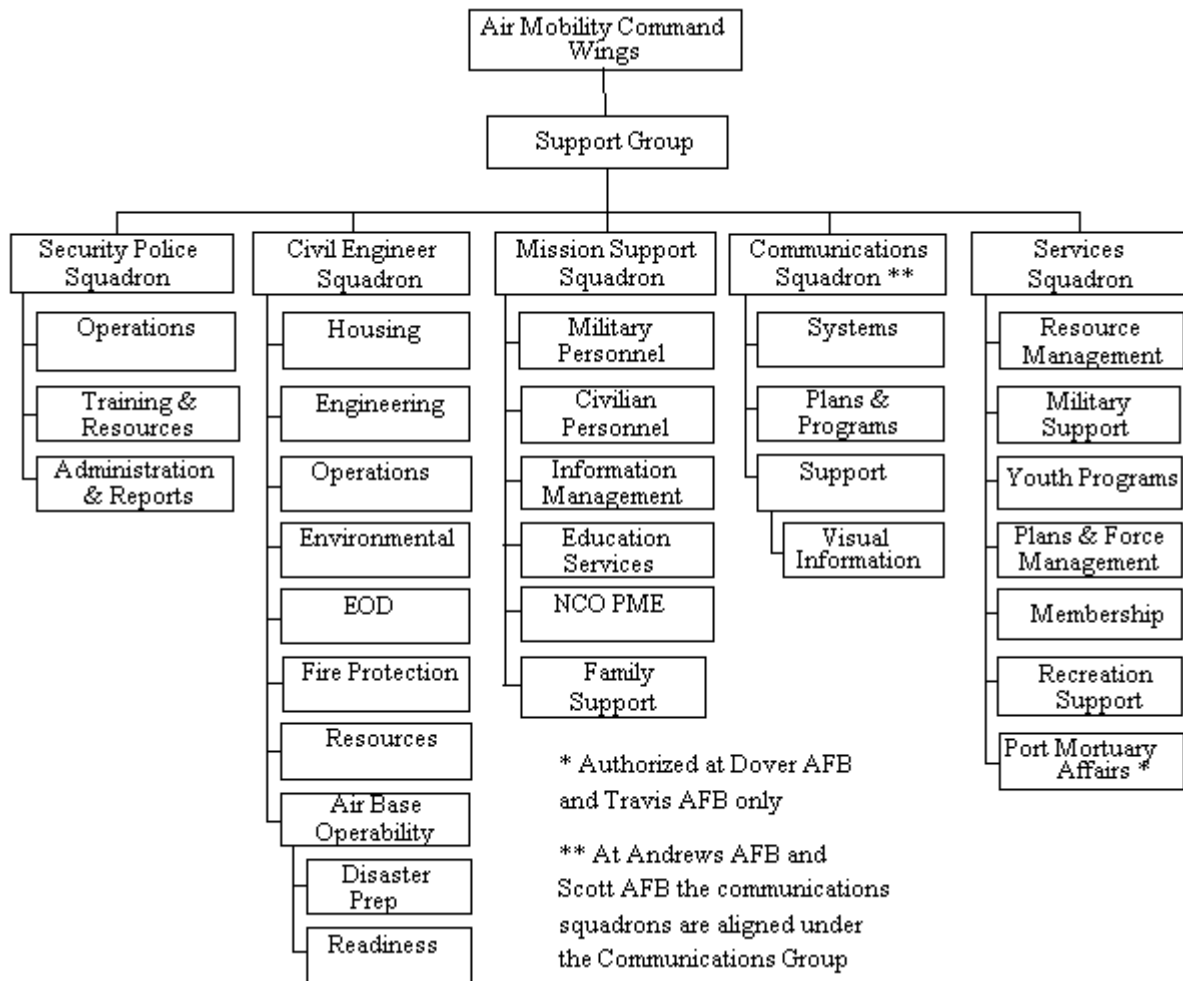
6. Terms Explained. None.

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Attachment 1

SUPPORT ORGANIZATION STRUCTURE AND FUNCTIONAL STATEMENTS

Figure A1.1. Support Organization Structure.



Attachment 2

FUNCTIONAL STATEMENTS FOR SUPPORT GROUP

Formulates plans, establishes procedures for, and directs the accomplishment of the assigned support mission.

EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR

Manages the equal employment opportunity (EEO) counselor program, when authorized a full-time position.

Attachment 3

FUNCTIONAL STATEMENTS FOR CIVIL ENGINEER SQUADRON

Formulates plans, establishes procedures for, and directs civil engineering, air base operability, and housing management support to the installation. Manages support of mobility requirements. Provides unit administration services for all assigned or attached personnel.

AIR BASE OPERABILITY FLIGHT

Provides contingency support services to the wing. Integrates all activities to support the wings air base operability, disaster preparedness, Prime Beef, and CONUS sustaining programs.

RESOURCES FLIGHT

Develops, prepares, submits, maintains, and provides the financial plan and budget estimates. Manages the Civil Engineering financial management system. Operates and maintains the Work Information Management System. Manages Air Force real estate.

EXPLOSIVE ORDNANCE DISPOSAL FLIGHT

Identifies, fields, evaluates, and renders safe recovery and disposal of explosive, chemical, biological, incendiary, and nuclear ordnance. Trains wing personnel on ordnance hazards, precautions, and recognition.

FIRE PROTECTION FLIGHT

Plans, manages, and operates fire prevention, natural and hazardous materials protection, and aircraft rescue programs.

HOUSING FLIGHT

Manages the base housing program. Provides assistance to Air Force members seeking housing, government-owned and off-base. Provides furnishings where authorized.

ENGINEERING FLIGHT

Provides life cycle management (planning, programming, design, and construction) for all design and construction accomplished by contract.

ENVIRONMENTAL FLIGHT

Provides environmental oversight for the installation. Manages all activities related to land use, natural resources planning, environmental protection, and pollution abatement and control, and disposition of hazardous materials.

OPERATIONS FLIGHT

Operates, maintains, repairs, and constructs installation real property on a recurring and non-recurring basis.

Attachment 4

FUNCTIONAL STATEMENTS FOR COMMUNICATIONS SQUADRON

Formulates plans, establishes procedures for, and directs communications and computer support to the wing and installation. Manages the base visual information program.

SYSTEMS FLIGHT

Operates the data processing and base communications centers. Provides telephone operations and maintenance services. Performs systems/equipment maintenance.

PLANS AND PROGRAMS FLIGHT

Develops, plans, implements, and integrates base command, control communication, and computer (C4) systems projects. Provides C4 financial services.

SUPPORT FLIGHT

Provides visual information services, C4 security, and communication system trouble reporting.

Attachment 5**FUNCTIONAL STATEMENT FOR MISSION SUPPORT SQUADRON**

Formulates plans, establishes procedures, and directs the provision of family support, civilian personnel, military personnel, education, and information management services support to the wing and installation. Directs operation of an NCO professional military education center. Operates an NCO academy, if authorized. Provides unit administration services for all assigned or attached personnel.

FAMILY SUPPORT FLIGHT

Provides information and referral counseling, leadership consultation, and policy planning and coordination for all family and volunteer programs. Develops installation family action plans. Administers family services and Air Force Aid programs. Administer Family Action/Information Board for the installation commander.

CIVILIAN PERSONNEL FLIGHT

Provides affirmative employment, labor and employee management relations, training program management, position classification, data management, resource management, and career program administration for the civilian work force, directly or through a consolidated civilian personnel office.

MILITARY PERSONNEL FLIGHT

Manages military work force. Includes records, training, inbound and outbound assignments, quality force, recognition programs, decorations, and force management.

EDUCATION SERVICES FLIGHT

Provides educational opportunity services through need assessment, resource management, counseling, and testing.

INFORMATION MANAGEMENT FLIGHT

Develops and implements policy to manage administrative communications and mail, publications, forms, duplicating services, and records.

NCO PROFESSIONAL MILITARY EDUCATION FLIGHT

Provides for the program management, instruction, and support of an airman leadership school.

Attachment 6

FUNCTIONAL STATEMENTS FOR SECURITY POLICE SQUADRON

Formulates plans, establishes procedures, and directs the installation security and law enforcement. Provides unit administration services for all assigned or attached personnel.

STANDARDIZATION AND EVALUATION

Conducts quality control inspections of all unit functional areas and personnel.

ADMINISTRATION AND REPORTS FLIGHT

Provides administrative support and accomplishes reports. Establishes and maintains the base information and personnel security programs. Operates a pass and registration facility.

OPERATIONS FLIGHT

Provides installation ground defense capability for bases located in high threat areas. Provides weapons system security and law enforcement for the installation, including all AMC and tenant units. Liaises with civil police authorities.

TRAINING AND RESOURCES FLIGHT

Operates and manages the installation combat arms training and maintenance program. Conducts unit training and scheduling. Provides support of Air Force mobility and deployment requirements.

Attachment 7**FUNCTIONAL STATEMENT FOR SERVICES SQUADRON**

Formulates plans, establishes procedures for, and directs the morale, welfare, and recreation and services and military support programs. Provides unit administration services for all assigned or attached personnel.

RESOURCE MANAGEMENT FLIGHT

Provides appropriated and nonappropriated fund resource management. Provides data and automation support. Provides logistical support.

PLANS AND FORCE MANAGEMENT FLIGHT

Plans, manages, and assures readiness training. Accomplishes contingency planning and mortuary support. Provides human resource support. Provides squadron marketing and publicity.

MILITARY SUPPORT FLIGHT

Operates food service, lodging, physical fitness, and recreation programs and facilities.

MEMBERSHIP FLIGHT

Operates enlisted, noncommissioned officer, and officers' clubs, bowling centers, golf course facilities, and other sanctioned retail establishments. Oversees sanctioned membership organizations.

PORT MORTUARY AFFAIRS FLIGHT

Provides mortuary affairs support and services for the Departments of State and Defense, foreign governments, civilian agencies, and families of the deceased, as directed by competent authority.

YOUTH PROGRAMS FLIGHT

Operates child development, family day-care, preschool, and youth centers and manages other sponsored youth activities.

RECREATION SUPPORT FLIGHT

Manages and operates library, skill development center, outdoor recreation, and recreation supply facilities and activities. Oversees sanctioned private organizations.